GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List
PRICES SHOWN HEREIN ARE NET (DISCOUNT DEDUCTED)
Effective Date: 02/07/2020

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The INTERNET address GSA Advantage® is: GSAAdvantage.gov

Schedule Title: Comprehensive Furniture Management Services

FSC Group, Part, and Section or Standard Industrial Group (as applicable): MAS

FSC Class(es)/Product code(s) and/or Service Codes (as applicable): MAS

Contract number: GS-29F-0005P MAS Mod PS-A812

Contract period: December 23, 2013 - December 22, 2023

Contractor's name, address, and phone number (include toll-free WATS number and FAX number, if applicable):
Fulcrum International, Inc.
8520 Rainswood Dr
Landover, MD 20785
(Office) 301-322-7700 (Fax) 301-322-2416

Contractor's internet address/web site where schedule information can be found (as applicable):
www.fulcruminternational.com

Contract administration source (if different from preceding entry) Same as above

Business size: Small / Woman Owned
CUSTOMER INFORMATION:
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).  **ALL RATES ARE BASED ON A 4-HOUR MINIMUM CHARGE**

### 541614CF Comprehensive Furniture Management Services

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Executive Consultant</td>
<td>$175.00</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$84.00</td>
</tr>
<tr>
<td>IT Manager</td>
<td>$72.00</td>
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<tr>
<td>Senior Designer</td>
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</tr>
<tr>
<td>CAD Operator</td>
<td>$45.00</td>
</tr>
<tr>
<td>Relocation Project Manager</td>
<td>$45.00</td>
</tr>
<tr>
<td>Inventory Specialist</td>
<td>$42.00</td>
</tr>
<tr>
<td>Administration</td>
<td>$38.00</td>
</tr>
<tr>
<td>Warehouse Specialist</td>
<td>$38.00</td>
</tr>
<tr>
<td>Field Supervisor</td>
<td>$37.00</td>
</tr>
<tr>
<td>Furniture Installation Specialist</td>
<td>$33.00</td>
</tr>
<tr>
<td>Truck Driver</td>
<td>$32.00</td>
</tr>
<tr>
<td>Cargo Van (adds to driver rate)</td>
<td>$24.00</td>
</tr>
<tr>
<td>16’ Box truck (adds to driver rate)</td>
<td>$30.00</td>
</tr>
<tr>
<td>24’ Box truck (adds to driver rate)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Warehouse Assistant</td>
<td>$30.00</td>
</tr>
<tr>
<td>Storage (full service) per sq.ft.</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

### 541614OR Office Relocation and Reconfiguration

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The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **Minimum order for services: $100.**

**There are no model numbers available for services.**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

**Senior Executive Consultant**

**Job Summary:** The Senior Executive Consultant is responsible for contract negotiation and contract management on all agency projects, allocation of corporate assets and management of all staff.

**Duties and responsibilities:** The duties and responsibilities include but are not limited to; securing funding for projects, acquisition of corporate assets to support the mission of Fulcrum International in its efforts to complete all daily services, contracts and corporate obligations.

**Qualifications:** Must be capable of managing upper level, lower level management and administrative staff. Must have basic knowledge of accounting at (GAAP) level. Knowledge of and proficiency at facilities support projects and working with other vendors, trades and agency appointed contacts.

**Experience:** Past experience of a minimum of ten years in contract management, negotiation and business management is required.

**Education:** Bachelor’s Degree
**Project Manager**

**Job Summary:*** The Project Manager is responsible for managing all aspects of assigned projects including but not limited to project planning, logistics plans, project schedules, estimating, resource allocation, proposal generation and job costing. Project types will include consolidated interiors projects, relocations and reconfigurations. The Project Manager will be responsible for being the primary Fulcrum International contact on-site and providing continual updates as necessary to the client and Fulcrum team on project requirements and project status.

**Duties and Responsibilities:*** Represent Fulcrum in all matters relating to the project process including proposal generation, client relations, vendor relations, project start-up and project closing. Attend all job/project/construction meetings with client and/or Fulcrum team members. Maintain clear and effective communication of project information to the Fulcrum teams. Assemble and transfer project documents to Operations team or contracted resources as required. Track and coordinate all order activities as required to maintain critical project dates for direct ship and warehouse deliveries based on company guidelines. Complete punch list for all assigned projects and ensure that the punch list is completed in accordance with company guidelines. Ensure project profitability through accurate estimating, negotiation and job costing techniques for all applicable projects. Coordinate site access requirements including security checks, building protection plans, certificates of insurance, etc. Assist with review and negotiation of Fulcrum, supplier and vendor agreements. Perform other related duties and assignments as required.

**Qualifications:*** Knowledge of and proficiency with coordination of consolidated interiors projects including furniture, services and architectural products. Must be able to lead a project team and gain compliance with project direction and outcome. Must be familiar with construction drawings, terminology and practices. Must be able to give direction and gain compliance from trades including; furniture installers, movers, carpenters and teamsters.

**Experience:*** Three years project management experience in office furniture installation and office relocations.

**Education:*** Associates Degree

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**IT Manager**

**Job Summary:*** Oversee all IT infrastructure. Manage individual workstation configurations. Provide interface capabilities for customers. Manage all customer support databases.

**Duties and Responsibilities:*** Provide support to all Fulcrum employees using the MIS database and related computers. Responsibilities include verification of system updates, user accessibility, hardware performance and overall database management.

**Qualification:*** IT Manager possesses current understanding of Management Information System operating in multiple Microsoft office suites, versions, and D-base programming.

**Experience:*** Minimum two years programming.

**Education:*** Bachelor's Degree
**Senior Designer**

**Job Summary:** The Senior Designer is responsible for helping sales staff and end users develop comprehensive design solutions; conducting field verification and inventory; space planning and finish selection. A project designer works primarily with AutoCad, CET, CapSpec and Accelerate.

**Duties and Responsibilities:** Develop design solutions to best meet customer criteria. Attend job, project and construction meetings with client, as required. Create complete and accurate product specification (based on the Company guidelines) including miscellaneous products and architectural products. Develop floor plan, furniture plan, panel plan and installation drawings. Meet and review design solutions with client to obtain approval. Conduct site inspections for field verification and coordinate reuse of inventory, equipment and furnishings. Meet with Project Manager and sales staff to define project scope and responsibility. Check specifications and quotes that were completed by the team (based on the Company guidelines) prior to order placement. Maintain a program for continuing education in job related technical areas. Perform other related duties and assignments as required.

**Qualifications/Physical Demands:** Proficient in AutoCAD. Must have understanding of basic installation drawings and what needs to be part of an installation package. Strong customer service focus and commitment. Must be organized and detail oriented. Must be able to work independently and as a team player.

**Experience:** Minimum 3 years space planning and furniture design.

**Education:** Bachelor’s Degree from a FIDER accredited design program preferred.

**CAD Operator**

**Job Summary:** The CAD Operator assists the Senior Designer in producing installation and reconfiguration drawings for end users and Project Managers.

**Duties and Responsibilities:** Works with Senior Designer to provide total specification of product installation drawings. Provides Space plans.

**Qualification:** Proficient in AutoCAD. Must have understanding of basic installation drawings and what needs to be part of an installation package.

**Experience:** Basic AutoCAD training for specified furniture lines

**Education:** Associates Degree

**Relocation Project Manager**

**Job Summary:** The Relocation Project Manager is responsible for managing all aspects of assigned projects including but not limited to project planning, logistics plans, project schedules, estimating, resource allocation, proposal generation and job costing.

**Duties and Responsibilities:** Represent Fulcrum in all matters relating to the project process including proposal generation, client relations, vendor relations, project start-up and project closing. Attend all job/project/construction meetings with client and/or Fulcrum team members. Maintain clear and effective communication of project information to the Fulcrum teams.

**Qualification:** The Relocation Project Manager must possess the skills to coordinate multiple crews while interfacing with the customer, building management and other trades working on the project.

**Experience:** A minimum of four years field supervisor of furniture installations and office relocations is required.

**Education:** High School Diploma
Inventory Specialist

Job Summary: The Inventory Specialist is responsible for generating and maintaining customer furniture inventories.

Duties and Responsibilities: Perform all functions relating to receiving, distributing and scanning all Company asset management inventories. Scan all inventories into MIS according to company established practices. Place and remove furniture and products into and out of storage racks as required. Be able to learn and perform the safe operation of materials handling equipment including order pickers. Have ability to lift and maneuver furniture within racks and on/off equipment. Use computer in support of transferring information to and from handheld bar code scanner. Complete assigned projects in timely fashion. Perform other related duties and assignments as required.

Qualifications: Must be able to work independently and as part of a team. Must have working knowledge of bar coding/inventory systems. Have ability to write accurately and legibly and be adept at basic math skills. Must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.

Experience: One year inventory management with understanding of bar coding systems

Education: High School Diploma

Administration

Job Summary: Provide support to all field and office staff.

Duties and Responsibilities: Provide communication with Manufacturers, Furniture Dealers, Customers, and Fulcrum staff. Coordinate Job folders and enter all applicable information, drawings, shipping documents, quotes, purchase orders and job information into the Fulcrum Database (MIS) Management Information System.

Qualification: Versed in Microsoft Office Suite and have good communication skills.

Experience: One year general office administration.

Education: High School Diploma

Warehouse Specialist

Job Summary: The Warehouse Specialist participates in all phases of material handling including inspecting and receiving product, pulling freight and assisting in inventories.

Duties and Responsibilities: Receive all product utilizing bill of lading and count sheets. Check quantity and condition of goods/cartons before signing for deliveries. Open and inspect all replacement items for damages prior to accepting them from the carrier. Pull freight as directed and indicated by the delivery ticket. Maintain cleanliness of warehouse and building grounds. Complete necessary documentation for all discrepancies. Assist in quarterly inventories. Perform other related duties and assignments as required.

Qualifications/Physical Demands: Must be able to work independently and as part of a team. Must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.

Experience: One year warehousing management with knowledge of freight/shipping procedures

Education: High School Diploma

Field Supervisor

Job Summary: Directs installation and relocation teams to complete projects in a timely and orderly fashion.

Duties and Responsibilities: Interfaces with end-user, furniture dealers, designers, administrative staff, and other on-site trades to coordinate installations and relocations.

Qualifications: Must be able to work independently and be able to coordinate a team of installers. Must possess valid driver's license to drive limited company vehicles when necessary. Have an advanced knowledge of multiple product lines. Have strong customer service focus. Must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs

Experience: Minimum two years office move and furniture installation experience and certification of installation by a major furniture manufacturer.

Education: High School Diploma
Furniture Installation Specialist:
Job Summary: The Furniture Installation Specialist loads, delivers and installs company products focusing on customer satisfaction.
Duties and Responsibilities: Install furniture in accordance with Manufacturer's installation guide per approved installation drawings. Load and unload trucks. Must work overtime hours when required. Perform other related duties and assignments as required.
Qualifications/Physical Demands: Must be able to work independently and as part of a team. Must possess valid driver's license to drive limited company vehicles when necessary. Have working and growing knowledge of basic product lines. Have strong customer service focus. Must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.
Experience: Minimum one year of office moving and systems furniture installation training.
Education: High School Diploma

Truck Driver
Job Summary: The Truck Driver drives both Fulcrum and customer supplied vehicles to and from job sites.
Duties and Responsibilities: Load and unload furniture off dollies and panel carts. Drive company vehicles to job site. Keep current on necessary driving training and requirements. Load and unload trucks. Assist installer and lead installer. Strip furniture. Must work overtime hours when required. Perform other related duties and assignments as required.
Qualifications/Physical Demands: Must be able to work independently and as part of a team. Must possess valid driver's license and current DOT card to drive limited company vehicles when necessary. Have working and growing knowledge of basic product lines. Have strong customer service focus. Must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.
Experience: One year of driving company vehicles under DOT card.
Education: High School Diploma

Cargo Van
Job Summary: This category works in conjunction with the Truck Driver category. A Cargo Van would be utilized to transport multiple labor manpower and/or small items for delivery, relocation projects or asset management.
Qualifications/Physical Demands: See Truck Driver category
Experience: See Truck Driver category
Education: See Truck Driver category

16’ Box Truck
Job Summary: This category works in conjunction with the Truck Driver category. A 16’ Box Truck would be utilized to transport large items for delivery, relocation projects or asset management that a Cargo Van could not accommodate.
Qualifications/Physical Demands: See Truck Driver category
Experience: See Truck Driver category
Education: See Truck Driver category

24’ Box Truck
Job Summary: This category works in conjunction with the Truck Driver category. A 24’ Box Truck would be utilized to transport large items for delivery, relocation projects or asset management that a 16’ Box Truck might not be able to complete without multiple trips.
Qualifications/Physical Demands: See Truck Driver category
Experience: See Truck Driver category
Education: See Truck Driver category
**Warehouse Assistant**

**Job Summary:** The Warehouse Assistant provides assistance to the Warehouse Specialist and follows his direction.

**Duties and Responsibilities:** Follow the direction of the Warehouse Specialist. Load and unload furniture off dollies and panel carts. Load and unload trucks. Must work overtime hours when required. Perform other related duties and assignments as required.

**Qualifications/Physical Demands:** Must be able to work independently and as part of a team. Must possess valid driver's license to drive limited company vehicles when necessary. Have working and growing knowledge of basic product lines. Have strong customer service focus. Must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.

**Experience:** Prior warehouse knowledge and furniture moving recommended

**Education:** High School Diploma

2. **Maximum order. $500,000**

3. **Minimum order. $100**

4. **Geographic coverage (delivery area). Continental United States**

5. **Point(s) of production (city, county, and State or foreign country). N/A**

6. **Discount from list prices or statement of net price. See Section 1a for net prices.**

7. **Quantity discounts. N/A**

8. **Prompt payment terms. 3% 15, Net 30**

9a. Notification that Government purchase cards are accepted at or below the micro purchase threshold. **Accepted.**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Accepted.**

10. **Foreign items (list items by country of origin). N/A**

11a. **Time of delivery. (Contractor insert number of days.) To be determined by task order.**

11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. N/A**

11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. N/A**
11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery. **Agreed.**

12. F.O.B. point(s). **Destination.**

13a. Ordering address. **Fulcrum International, 8520 Rainswood Drive, Landover, MD 20785**

13b. Ordering procedures: For supplies and services, the ordering procedures, information (FAR) 8.405-3.

14. Payment address. **Fulcrum International, 8520 Rainswood Drive, Landover, MD 20785.**

15. Warranty provision. **Available on project by project basis.**

16. Export packing charges, if applicable. **N/A**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **Accepted**

18. Terms and conditions of rental, maintenance, and repair (if applicable). **Available on project by project basis.**

19. Terms and conditions of installation (if applicable). **Available on project by project basis.**

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Available on project by project basis.**

20a. Terms and conditions for any other services (if applicable). **N/A**

21. List of service and distribution points (if applicable). **8520 Rainswood Drive, Landover, Maryland 20785**

22. List of participating dealers (if applicable). **N/A**

23. Preventive maintenance (if applicable). **Available on project by project basis.**

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Available on project by project basis.**

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full found at: www.Section508.gov/. **N/A**

25. Data Universal Number System (DUNS) number. **081098662**

26. Notification regarding registration in Central Contractor Registration (CCR) database. **Fulcrum International is registered in the CCR (SAM) database.**